

South Carolina Migrant Education Program (MEP)
National Certificate of Eligibility
Instructions for Completing COE (COE)

Side One of COE

Heading Area

- *School District.* Record name of present school district.

Section I (Family Data)

- *Parent Name(s).* Record the name of the male and/or female currently responsible for the children. If the child is the worker or is out-of-school youth (OSY), list the name in the parent section.
- *Current address.* Record the physical address with complete name of the street or road where child(ren) currently resides. Where no physical address is available, include detailed information (e.g., trailer number, rural route, migrant camp, landmark). If different from mailing address, provide the mailing address in the Comments section of the COE.

Section II (Child Data)

Line One

- *Last name 1.* Record the legal last name of each eligible child in the family. If the child has a multiple or hyphenated last name (e.g., Ramírez-García), record the first part of the name (i.e., Ramírez).
- *Last name 2.* If the child has a multiple or hyphenated last name (e.g., Ramírez-García), record the second part of the name (i.e., García). If the child does not have a multiple or hyphenated last name, write a dash (-) or “N/A.”
- *Suffix.* Where applicable, record the child’s generation in the family (e.g., Jr., Sr., IIIrd). Otherwise, write a dash (-) or “N/A.”
- *First name.* Record the legal first name of each eligible child in the family. This is the name given to the child at birth, baptism, or during another naming ceremony, or through legal name change. Do not record nicknames or shortened names (e.g., Ale or Alex for Alejandra).
- *Middle name.* Record the legal middle name of each eligible child in the family. This is the secondary name given to the child at birth, baptism, or during another naming ceremony, or through legal name change. Do not record nicknames or shortened names (e.g., Ale or Alex for Alejandra). If the child does not have a middle name, write a dash (-) or “N/A.”
- *Sex.* Record the child’s sex: “M” for male or “F” for female.
- *Birth Date.* Record the month, day and year the child was born. Use the two-digit number that refers to the month and day, and the last two digits of the year. For example, September 20, 2008, would be written as 09/20/03.
- *Multiple Birth Flag (MB).* Record “Y” for “yes” if the child is a twin, triplet, etc. Write a dash (-) or “N/A” for not applicable (i.e., the child is not a twin, triplet, etc.).

- *Birth Date Verification Code (Birth Code).* Record the last two numbers that correspond to the evidence used to confirm each child's birth date:
 - 1003 – baptismal or church certificate; ○ 1004 – birth certificate;
 - 1005 – entry in family Bible; ○ 1006 – hospital certificate;
 - 1007 – parent's affidavit; ○ 1008 – passport;
 - 1009 – physician's certificate; ○ 1010 – previously verified school records;
 - 1011 – State-issued ID; ○ 1012 – driver's license;
 - 1013 – immigration document; ○ 2382 – life insurance policy; or
 - 9999 – other.
- *Residency Date.* If the "Residency Date" is different from the Qualifying Arrival Date (QAD), record the date (MM/DD/YY) that the child(ren) entered the present school district. Use the two-digit number that refers to the month and day, and the last two digits of the year. For example, May 20, 2008, would be written as 05/20/08. If the child(ren) qualified for the MEP on a move prior to the move to the present school district, the residency date will be later than the QAD. If the child(ren) moved prior to the worker's move, the residency date would precede the QAD. If the "Residency Date" is the same as the QAD, write a dash (-) or "N/A."

Line Two (shaded)

- *Birth City.* Record the name of the town or city where the child was born.
- *Birth State.* Record the name of the state where the child was born using two letter abbreviations. (See list of state abbreviations provided by SEA for Mexican states.)
- *Birth Country.* Record the name of the state where the child was born (e.g., USA, Mex, Guat, etc.)
- *Ethnicity.* Mark "yes" or "no" if the child is Hispanic or Latino.
- *Race(s).* Individuals may self-identify with one or more races: "I" for Central, South, or North American Indian or Alaska Native, "A" for Asian, "B" for Black or African-American, "P" for Native Hawaiian or Pacific Islander, "W" for White.
- *Primary Language.* Record the child's first language (e.g., English, Haitian Creole, Mam, Mixteco, Nahuatl, Spanish, Zapoteco, etc.) See list of Mexican and Guatemalan indigenous languages provided by SEA.
- *OSY – Years of Education.* Record highest grade level attended by OSY only.
- *Qualifying Moves Previous 12 Months.* Record any qualifying moves within previous 12 months that would indicate interrupted education.
- *LEP.* Record "Y" for "yes" if child is Limited English Proficient; otherwise, "N" for "no."
- *IEP.* Record "Y" for "yes" if child has an Individual Education Plan; otherwise, "N" for "no."
- *School Name Regular Year.* Record name of the local school the child attends during current regular school year.

- *Grade.* Record the grade the child was enrolled in before being enrolled in current summer school program
- *Type.* Record “I” for “intermittent”, “R” for enrollment in “regular” school year, “RO” for “resident only”, “S” for enrollment in “summer” program.
- *Enrollment Date.* Record the date the child was recruited into program or began to receive services. If “RO”, record the date the child arrived to current school district.

Side Two of COE

Section III (Qualifying Move & Work)

- *Line 1.* Record the School District, city, state, and country from where the children made a qualifying move and the School District, city, and state to which the children moved.
- *Line 2.* Complete both a and b. If “to join or precede” is checked, complete i. and provide comment in Section IV (Comments section.)
- *Line 3.* Record the date a qualifying move was made.
- *Line 4.* Choose a, b, or c. If c is selected, complete i or ii and provide comment in in Section IV (Comments section.)
- *Line 5.* Describe agricultural or fishing work using an action verb (e.g., “picking”) and a noun (e.g., “strawberries”).
- *Line 6.* Complete if “temporary” is checked in # 5a and follow instructions on COE.

Section IV (Comments)

- Include comments where applicable for 2bi, 4c, 5, 6a and 6b of the Qualifying Move & Work Section.

Section V

- Explain to parent or OSY the purpose of the form, provide translation if necessary, have the COE signed, record relationship to child, record present date, and check appropriate boxes.

Section VI

- **Instructions for Lines 1-3. When the interview is being conducted on OSYs who are representing themselves, the survey questions must be asked in English. If there is no response, check “No”. If there is a response, check yes and write the appropriate language in the space provided beside LEP.**
- **If the parent or guardian is being interviewed the questions should be altered to the third person. In some cases the native language may be required such as when interviewing adults (non-parents) who are traveling with the children.**

Section VII

- **OSY Student Profile. Check all that apply.**

Section VIII

- The recruiter signs the COE on the day the interview is conducted. The SEA-designated reviewer must check each completed COE to ensure that the written documentation is sufficient and that, based on the recorded data, the child(ren) may be enrolled in the MEP. The SEA-designated reviewer must sign and date the COE on the date it was reviewed.

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